

Frederick County Department of Aging

Volunteer Position Description

Position Title	Caregiver Program Assistant
Purpose	<ul style="list-style-type: none"> - To assist the Department of Aging in disseminating up- to-date, valuable information on relevant programs and services. - Assist with extending Department information outreach in the community.
Position Description of Duties	<ul style="list-style-type: none"> - Assist the Caregiver Support Program with marketing of Department information, delivery of brochures, flyers and resources guides. - On-going visits to a pre-determined list of agencies to drop off information and continue checking on a regular basis to replenish materials as needed.
Qualifications for position	<ul style="list-style-type: none"> - Ability to carry, transport and deliver Department information to various locations throughout Frederick County (~10 pounds) - Own transportation - Professional, friendly and outgoing attitude
Time Requirement	<ul style="list-style-type: none"> - Flexible, 2 hours, once a week between Monday – Friday 8:30AM – 4:00PM
Location of Assignment	<ul style="list-style-type: none"> - Initially, Department of Aging office. - Varies- agencies throughout Frederick County.
Orientation and Training	<ul style="list-style-type: none"> - Meeting with staff for an overview of agency services and programs, specifically caregiver program - Accompany a staff member in delivering materials prior to going out on own - Add to list to receive monthly caregiver email/newsletter to receive upcoming program notices and information
Benefits	<ul style="list-style-type: none"> - Increased knowledge of Department of Aging programs and services, as well as other local resources - Exposure and contact with other agencies and community groups
Evaluation & Reporting Procedures	<ul style="list-style-type: none"> - Return left over materials to the Department - Weekly check in with staff to receive program updates, review materials, review sites visited
Supervisor:	- Caregiver Support Program Coordinator
Contact Person:	- Caregiver Support Program Coordinator
Contact Info:	- Department of Aging- Caregiver Support Program -301-600-6001